



## QUALITY ALLOCATION OF VISITORS POLICY

### The purpose of our policy is:

- To ensure our practice complies with the recommendations of the British Council, and the requirements of Homestay & Venture Breaks, in order that our Hosts are consistently legal and safe for visitor allocation
- To ensure that every Host meets the regulatory industry standards we require for the safe hosting of our visitors, particularly those under the age of 18 years

### We will do this by:

- Advertising our regulatory requirements on the Hosting page of our website
- Communicating our regulatory requirements in all our correspondence and discussions with prospective new Hosts
- Ensuring prospective Hosts understand the need to produce the regulatory requirements, or to demonstrate they are in progress, at the time of our visit to determine suitability for hosting
- Requiring that registered Hosts update us on an annual basis where relevant
- Applying the terms of this policy in the event of a Host not producing any part of the required regulatory evidence
- Ensuring Hosts understand we do not allocate students until 100% regulatory evidence is in place, or agreed to be in progress, unless there is an emergency placement requirement in which case allocation will be made at our discretion

### We will require the following documents prior to hosting of any visitors by the new Host:

- Terms & Conditions (signed)
- 2 References
- DBS for all adults in the household
- Fire Risk Assessment (completed)
- C&YP Safeguarding Policy (signed)
- Declaration in relation to the Children's Act (signed)
- Data Protection Policy (signed)

### We will require the following additional documents to be in progress prior to hosting of any visitors by the new Host:

- Gas Safety Certificate (updated annually)

### In the event of non-compliance our policy is to take the following actions:

1. Issue 2 verbal and 2 written requests
2. Set a deadline
3. Personal visit to the Host and new deadline set
4. Exclusion from Host register

### HS&VB upholds confidentiality at all times by:

- Storing confidential information in line with our Data Protection Policy
- Sharing information about children, young people, staff, volunteers and families on a clearly identified and agreed need to know basis